

### SUGGESTIONS VERSUS JOB RESPONSIBILITIES

An award may be granted to an employee for an adopted suggestion which concerns matters either within or outside of his job responsibilities. However, if within his job responsibilities, it must be so superior or meritorious as to warrant special recognition.

The following should be considered in determining whether the suggestion, if within job responsibilities, is so superior as to warrant an award or whether the suggestion is outside the employee's job responsibility.

1. The employee's job description, assigned duties, and the normal assigned performance requirements of his position.

Consider these questions:

- A. Is the employee expected or required to make suggestions of the type under consideration? If so, is there anything that is special or unique about this particular one?
  - B. Is the nature of the suggestion such that the employee's performance would be judged less than satisfactory if he had not made this suggestion?
  - C. Is the suggestion one pertaining to the immediate work area which the employee can place into operation without consulting higher authority and which affects only his work?
2. The extent of application of the suggestion.

For example, a suggestion affecting his own unit is made by a supervisor but is not considered eligible for an award because it is the type of idea expected of him in supervising that unit. However, after further study it is found that this same suggestion may be applied to many other units. Awards may be granted under these circumstances for the benefits derived in other units.